

## SUBCHAPTER A—INTRODUCTION

### PART 300-1—THE FEDERAL TRAVEL REGULATION (FTR)

Sec.

300-1.1 What is the FTR?

300-1.2 What is the purpose of the FTR?

AUTHORITY: 5 U.S.C. 5707; 5 U.S.C. 5738; 5 U.S.C. 5741-5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; 40 U.S.C. 486(c); 49 U.S.C. 40118; E.O. 11609, 3 CFR, 1971-1975 Comp., p. 586.

SOURCE: 63 FR 15951, Apr. 1, 1998, unless otherwise noted.

#### § 300-1.1 What is the FTR?

The FTR is the regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, which implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel at Government expense.

#### § 300-1.2 What is the purpose of the FTR?

There are two principal purposes:

(a) To interpret statutory and other policy requirements in a manner that balances the need to assure that official travel is conducted in a responsible manner with the need to minimize administrative costs;

(b) To communicate the resulting policies in a clear manner to Federal agencies and employees.

### PART 300-2—HOW TO USE THE FTR

#### Subpart A—General

Sec.

300-2.1 What formats exist in the FTR?

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300-2.20 What is the purpose of the question & answer format?

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300-2.70 How is the rule expressed in the title and narrative format?

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#### Subpart A—General

#### § 300-2.1 What formats exist in the FTR?

The FTR is written in two formats—the question & answer format and the title and narrative format.

#### Subpart B—Question & Answer Format

#### § 300-2.20 What is the purpose of the question & answer format?

The Q&A format is an effective way to engage the reader and to break the information into manageable pieces.

#### § 300-2.21 How is the rule expressed in the question and answer format?

The rule is expressed in both the question and answer.

#### § 300-2.22 Who is subject to the FTR?

Employees and agencies. Since the user may be an employee or an agency, portions of the FTR have been separated into employee and agency sections. However, while the employee provisions are addressed to the employee, the rules expressed in those provisions apply to the agency as well. The following lists the relevant employee and agency sections of the FTR:

For	The employee provisions are contained in	And the agency provisions are contained in
Chapter 301, Chapter 303,	Subchapters A, B, and C, N/A .....	Subchapter D. Subparts A, B, C, D, E and F.

[63 FR 15951, Apr. 1, 1998, as amended by FTR Amdt. 76, 64 FR 2433, Jan. 14, 1999]

#### § 300-2.23 How is the user addressed in the FTR?

The FTR asks questions in the first person, as the user would. It then answers the questions in the second and